

## Preparing a Cover Letter

<b>Grade Level</b>	Twelfth
<b>Minimum Time Required</b>	90 Minutes
<b>Materials/Resources</b>	Classified Ad Selection from a Newspaper– Internet
<b>Subject Area(s)</b>	Guidance – Language Arts

### Project Description:

1. Using the newspaper, ask students to locate job opening which they will be qualified for now and at graduation.
2. Have them then prepare and type a cover letter for that position.

<b>Career Development Standard</b>	Skills to prepare to seek, obtain, maintain, and change jobs.
<b>Career Development Indicator</b>	Identify specific job openings. Demonstrate employability skills necessary to obtain and maintain jobs.
<b>Delivery Level</b>	Review
<b>Academic Standards</b>	
<b>Language Arts</b>	1.4.c compile and synthesize information to make reasonable and informed decisions. 2.1.a apply complex conventions of language in written work. 2.1.c revise and edit written work using essential and refined conventions of standard English. 2.2.a analyze and use appropriate organization based on the established writing purpose and intended audience. 2.3.b seek, evaluate, and use recommendations from others to improve writing consistency and coherence.
<b>Employability/SCANS Skills</b>	Basic Skills Thinking Skills Technology
<b>Assessment/Rubric</b>	Students will be evaluated on their cover letter.

**Submitted by:** Coleen Keffeler, Sturgis High School